

Dear President Soltz,

I would like to inform you on an issue that many of the student here at the University face, whether they realize it or not. Everyone must choose the courses they need or want to take and not all are accommodated to benefit them in the learning process.

In a recent study that I have done, I've concluded that in order to promote the highest academic outcome from most students, class sizes need to be small and provide a fair amount of student-to-teacher interaction. The difference between these classes and lecture hall courses are large and greatly affect the learning of students.

In the similar studies around the country, researchers have concluded that smaller courses provide students with better use of problem solving, critical thinking, long term retention, student discussion, and student information sharing. Other organizations tracked grades of all different levels of students and noticed an increase in GPAs from those who participated in the smaller classes.

In my own study I interviewed current college students who had both types of classes. I questioned them on all of the things they liked and disliked about these classes. All have stated that they preferred their smaller classes. They noted some of the reasons to be that they like to be able to know their professors personally and ask them questions.

From this I hope to have informed you well about the importance of prioritizing the amount of smaller courses available to your students. This is will not only help the students in their college experience, but also improve the outgoing grades from this university. This can be done by adding more professors to the school or providing more hours to take classes. More classes will allow for fewer students in each classroom at a time. Thank you for considering this proposal.

Sincerely,

Kaitlyn Rooney

I chose to use a professional letter to write to the president of the school. He seemed like the perfect person to write to about my specific topic and I think he would make a change about it over anyone else. Because he is the president and the highest authority for the University I felt as though a letter was the most qualified genre to use. I tried to break my information into smaller, easy to read paragraphs in order to seem less boring. My CLUE project led me to discover that smaller classes are better than having larger lecture courses. Because of that my letter is almost like a persuasion letter informing the president that smaller classes should be greater in value around campus.

All three examples of professional letters that I used had good use of space. The information wasn't just thrown on the paper. They used multiple paragraphs, and some even bullet points. They all also all included the Bloomsburg logo and were signed electronically and by hand making them come across as serious. I tried to incorporate the proper way to address a letter in mine as well as spacing out my paragraphs by the order of information I was trying to get across.